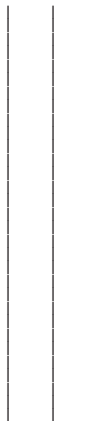


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DIVISION OF CHILD SUPPORT EFT
PO BOX 9010
OLYMPIA WA 98507-9010



Washington State's
Child Support Program



Child Support Payments for Employers

Electronic Funds Transfer

Electronic Funds Transfer (EFT)

The Division of Child Support (DCS) encourages employers to send withheld support money by Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI). EFT/EDI transactions are cheaper, faster, and safer to send and receive than paper checks. DCS offers several free EFT/ EDI options to meet the needs of any size employer.

- Internet: <https://secure.dshs.wa.gov/dcsonline/>
- The Child Support Internet Payment Service, DCSONline is secure and accessible through Secure Access Washington (SAW). DCSONline offers on-line authorization
- To make payments users create their own SAW User ID and password, add DCSONline services, and register their bank account.
- You can build an employee data file within the website, or upload an existing payroll file, and change it as necessary
- DCSONline is flexible and convenient. Users may select their own delivery dates
- Schedule future payments
- A single bank debit transaction handles multiple employee payments

Repetitive Automated Clearing House (ACH) Debit

- Employers authorize DCS to automatically take the payment from their bank account
- Deductions happen on the same day(s) each month until the employer notifies DCS to stop or make changes
- When employee payment amounts do not change, repetitive debit works well for employers with a relatively small, stable work force

ACH Credit with Addenda

- Funds are transferred to the DCS bank account using an Automated Clearing House (ACH) credit transaction similar to a direct deposit
- The employee identification and payment information is sent in the form of an EDI addenda record through the ACH network with the EFT payment
- Employers should contact their own financial institution to determine its EFT/EDI capabilities, to seek help with formats, standards, and technical needs to start the application, and to find out about costs associated with transactions
- DCS can accept payments in the Corporate Credit or Debit with addenda (CCD+) and Corporate Trade Exchange (CTX) standardized child support formats
- Format Guide: <https://www.dshs.wa.gov/sites/default/files/ESA/dcs/documents/UserGuide.pdf>

For more detailed information, call 1-800-468-7422 or 360-664-5103.

EFT Authorization Form

Employer Authorization Agreement for Electronic Funds Transfer (EFT) of Child Support Payments

Written authorization not needed for Internet – <https://secure.dshs.wa.gov/dcsonline/>
Use for ACH Credit Authorization, or Repetitive Debit Authorization

Business Name	FEIN	Date of first payment (optional)
Contact Person	Title	Phone
Mailing Address	Email Address	
City	State	Zip

EFT Options:

☐ ACH Credit with Addenda

☐ CCD+ ☐ CTX

The Washington State Division of Child Suport (DCS) is hereby requested to grant authority for the above named business to initiate ACH CREDIT transactions to the DCS bank account for child support payments. DCS bank account information will be sent to you upon receipt of this form. ** Authorization is NOT granted for DEBIT entries or REVERSALS to the DCS bank account.

Signature	Title	Date
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For Repetitive Debits, complete this section:

☐ ACH Debit (Repetitive-DCS Initiated)

Number of Employees

Date(s) of Payment (Dates of the month – must be numeric)

Attach detailed listing with name, social security number and amount for each employee.

The Washington State Division of Child Support is hereby authorized to initiate debit entries to the bank account identified below, and the bank is authorized to debit such account. This authority is to remain in effect until mutual agreement between the Employer and DCS.

Signature	Title	Date
Bank Name		
Branch Address		Branch Telephone
ABA Routing Number	Account Number (Please attach a voided check for verification.)	

Detach this form, fold and seal for return mail